
A.0

Pending Order Upload

This section has been developed to help you keep your Training and User manual updated.

This section covers the following:

- Pending Order Upload
- Uploading Additional Orders
- Uploading Batch Orders (Trustees)

A.1

Uploading Orders

Orders can be uploaded under both the bankruptcy and adversary headings in CM/ECF. The orders must be associated with a specific case and related document. All orders must be converted to a PDF format before uploading them into the system. You will need the file name of the converted document for the upload process, so either remember it or write it down for future use.

STEP 1 To upload your order, click on the CM/ECF heading which is appropriate for your order. For the purposes of the manual, we will click on Bankruptcy (figure 1).

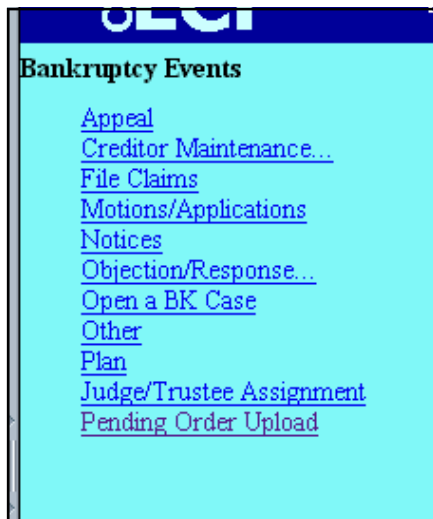


Figure 1



Figure 2

STEP 2 Click on Pending Order Upload (figure 2).

STEP 3 Enter the case number for the case that you are uploading the order to (figure 3). Use the YY-NNNNN format. Click on [Next].

Upload a Single Order

Case Number Examples: 99-12345, 1-99-bk-12345 or 1-99-bk-12345

Figure 3

Upload a Single Order

[03-20042 Daniel Roberto Mosso](#)

Related Document Number Enter the document number of the related matter for which the order is being submitted.

Note: If you don't know the related document number, click on Next to continue.

Figure 4

STEP 4 The next screen that comes up (figure 4) will ask you for a document number that you will be relating this pending order to. If you do not know the document number, go ahead and click on [Next].

If you do know the document number, enter it into the box and the click on [Next]. Jump to Step 7.

STEP 5 If you don't know the document number, you will need to search for the related document (figure 5). Select the category that the related document falls under. Refer to **Section 3.14/5.1 for Referencing an Existing Document**. After selecting the document category and/or filing out the filing or documents range, click on [Next].

Upload a Single Order

Select the category to which your event relates:

Type
answer
appeal
bap
cmp
court
crditord
generic
misc
motion

Filed to

Documents to

Figure 5

STEP 6 Select the document that you are referring to by clicking on the checkbox to the left of the document (figure 6). If the document that you are searching for is not listed, go back one page and change your search criteria.

After selecting the document, click on [Next].

STEP 7 The screen shown in figure 7 allows you to select the order type, include a hearing date if one has been scheduled, and then attach the required pdf order document (refer to **Section 3.6/2.4 Attaching a PDF Document**).

After attaching your document, click on [Next].

STEP 8 The final docket text screen appears (figure 8). Review all information on this screen. Add text if necessary to clarify this docket entry. Click on [Next]

Order types are:

- Agreed to/Stipulated
- Confirmation Orders
- Consent Orders
- Ex Parte
- Hearing Held
- Hearing Scheduled
- Motion for Relief
- Other

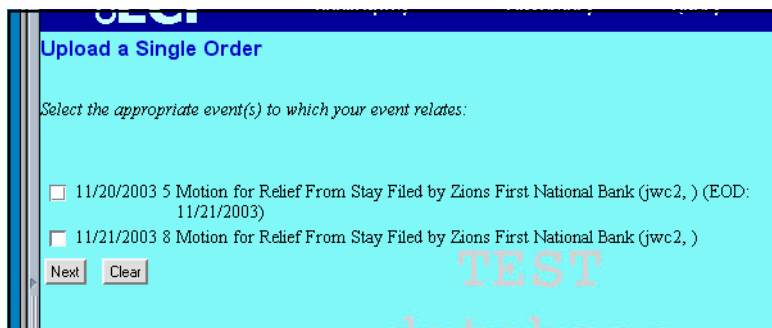


Figure 6

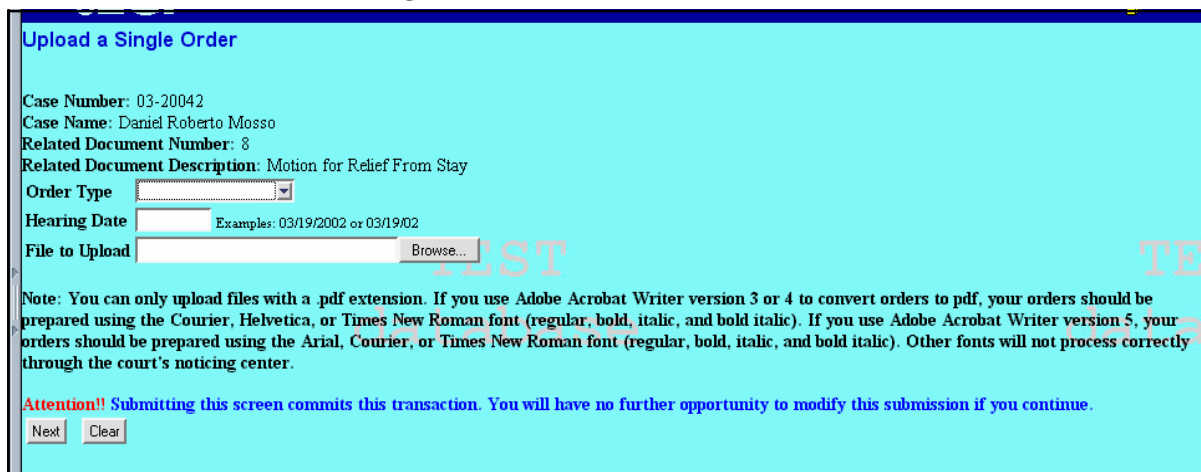


Figure 7

Figure 8

Note: Clicking on [Next] will commit this filing to the system and you will not be able to change or recover it.

You will receive the “electronic” notice that the filing has been submitted (figure 9). You can look at the uploaded document by clicking on the numbered hyperlink (24.pdf in figure 9). The document number does not match the document number in the docket. This a tracking number used by chambers.

If you have other orders to upload into the system, click on the Do it again hyperlink. This will take you to the case number screen (figure 3, step 3).

Figure 9

A.2

Uploading Additional Orders

In some instances an additional or second order may need to be filed. The process of uploading an additional order is the same as the upload process described in Section A.1. However, after selecting the document number a warning screen will appear (figure 1) notifying you that an order(s) already exist for this document number. It will allow you to upload a new order. Ensure that the radio button is selected and the click on [Next] to upload another order.

Upload a Single Order
Warning: The following order(s) already exist for the same case and related document.
[24.pdf](#)
☒ Upload another order

Figure 1

[24.pdf](#)
☒ Upload another order

A.3

Uploading Batch Orders

Trustees

The Upload Batch feature allows Chapter 13 Trustees to upload multiple orders at one time. The system will only allow orders to be uploaded to cases assigned to the trustee.

Each batch upload must contain the same order type and order description for each order in the batch.

STEP 1 After clicking on the Pending Order Upload hyperlink, click on the Upload Batch Hyperlink (figure 1).

STEP 2 Enter in the order type and description and a hearing date if necessary (figure 2). Enter in the case numbers for the batching of the orders. Use the YY-NNNNN format. There is no limit to the number of cases that can be batched, but it is recommended that you limit the number of orders batched at one time to 50.



Figure 1

You can enter case numbers into the case number field one at a time or by performing a copy of a list of numbers from a word processing application.

After finishing with this screen, click on [Next].

STEP 3 You will need to now upload your pdf order documents (figure 3). After uploading your files, review the information because after clicking on next will submit your order upload to the system. When you are ready to continue, click on [Next].

Upload a Batch of Orders

Order Type:

Order Description poDesc:

Hearing Date: Examples: 03/19/2002 or 03/19/02

Case Number(s):

Figure 2

Order Descriptions:

- Order Confirming Chapter 13 Plan
- Amended Order confirming Chapter 13 Plan
- Order Confirming Chapter 13 Plan by Consent
- Amended Order confirming Chapter 13 Plan by Consent
- Order Dismissing Chapter 13 Case

Upload a Batch of Orders

03-20042 Daniel Roberto Mosso	C:\My Documents\Training\Base Doc.pdf	<input data-bbox="993 760 1084 787" type="button" value="Browse..."/>
03-20043 Tondra R. Dowland	C:\My Documents\Training\Base Doc.pdf	<input data-bbox="993 806 1084 833" type="button" value="Browse..."/>
03-20044 Helen M. Ziegler	C:\My Documents\Training\Base Doc.pdf	<input data-bbox="993 852 1084 879" type="button" value="Browse..."/>
03-20045 Richard Legrand Spencer	C:\My Documents\Training\Base Doc.pdf	<input data-bbox="993 898 1084 926" type="button" value="Browse..."/>

Note: You can only upload files with a .pdf extension. If you use Adobe Acrobat V prepared using the Courier, Helvetica, or Times New Roman font (regular, bold, i, o, or u) orders should be prepared using the Arial, Courier, or Times New Roman font (regular, bold, i, o, or u) through the court's noticing center.

Attention!! Submitting this screen commits this transaction. You will have no further chance to edit.

Figure 3

You will receive a confirmation screen indicating that your documents have been uploaded (figure 4).

Upload a Batch of Orders

The following orders were uploaded and routed to Chambers folder successfully on 3/25/2004 - 1:31 PM

Order Type: Consent Orders

Order Description: Order Confirming Chapter 13 Plan by Consent

03-20042, Daniel Roberto Mosso

03-20043, Tondra R. Dowland

03-20044, Helen M. Ziegler

03-20045, Richard Legrand Spencer

Please click on Next button to view the uploaded documents.

Upload a Batch of Orders

03-20042 Daniel Roberto Mosso	new PDF file: 26.pdf
03-20043 Tondra R. Dowland	new PDF file: 27.pdf
03-20044 Helen M. Ziegler	new PDF file: 28.pdf
03-20045 Richard Legrand Spencer	new PDF file: 29.pdf

[Do it again](#)

Figure 4

